

**Arizona Department of Health Services  
Bureau of Child Care Licensing**

**Change of DIRECTOR Notification Form**

*Pursuant to R9-5-301.A, "A licensee shall...within 10 days before changing a facility director, submit written notice of the change including the new designated facility director's name and starting date; if the licensee is not aware of a change in the facility director 10 days before the effective date of the change, submit written notice of the change to the Department including the new designated facility director's name and starting date within 72 hours after becoming aware of the change.*

**COMPLETE AND RETURN TO:**

**Phoenix Metro Area, Yuma & Northern AZ:**  
Bureau of Child Care Licensing  
150 North 18th Ave., Suite 400 Phoenix, AZ.  
85007  
Phone: 602 364-2539

**Tucson/Southern AZ:**  
Bureau of Child Care Licensing  
400 West Congress, Suite 100  
Tucson, AZ 85701  
Phone: 520 628-6541

<b>Name of director:</b>	<b>Start Date as director:</b>	<b>Certificate #</b> <b>CDC -</b>
<b>Facility Name:</b>		<b>Facility Telephone #:</b>
<b>Facility Address:</b>	<b>City:</b>	<b>Zip:</b>

**The director is at least 21 years of age and will accept the primary responsibility for the daily administration and operation of the facility, and must meet requirements as a staff member (R9-5-402.A) and possess the following minimum qualifications (R9-5-401.1).**

**Copies of this documentation must be kept in the director's file on-site.**

ACADEMIC EXPERIENCE	QUALIFYING CHILD CARE EXPERIENCE
<b>Documentation for one of the following options must be available on-site:</b>	
<ul style="list-style-type: none"><li>A high school diploma or high school equivalency diploma and at least six credit hours of academic course work or 60 hours of documented workshop experience in early childhood education or child development, and an additional 12 hours of instruction in the area of program administration, planning, development or management.</li></ul>	<b>AND</b> Twenty-four months
<ul style="list-style-type: none"><li>N.A.C., C.D.A., C.C.P., or C.P.C. Credential.</li></ul>	<b>AND</b> Eighteen months
<ul style="list-style-type: none"><li>A minimum of 24 credit hours from an accredited college or university, including at least six hours of academic course work in early childhood education, child development or closely related field.</li></ul>	<b>AND</b> Eighteen months
<ul style="list-style-type: none"><li>An associate degree in early childhood education, child development or closely related field.</li></ul>	<b>AND</b> Six months
<ul style="list-style-type: none"><li>Bachelor's degree in early childhood education, child development or closely related field.</li></ul>	<b>AND</b> Three months

**QUALIFYING CHILD CARE EXPERIENCE:**

**Include in the director's file** documentation that briefly and specifically describe the **qualifying experience**. (Note: "qualifying experience" means verifiable experience working directly with a group of children during a specified time period in any licensed child care facility, elementary education program, or in fields of nursing, social work, psychology, or other fields related to child growth or development.)